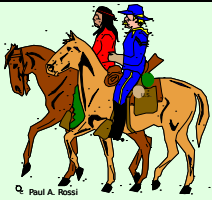


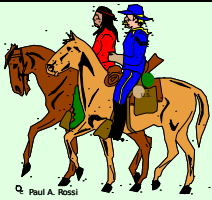
AGD/CUSTOMER MEETING

15 JULY 2004



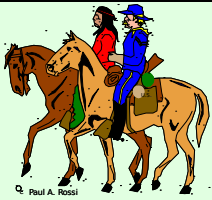
GENERAL

- Please notify us when new S1/PSNCO personnel come in
- Please notify us when email addresses change
- Distribution boxes should be checked daily
- Distro hours (0900-1000 and 1300-1400) not applicable to STUPO



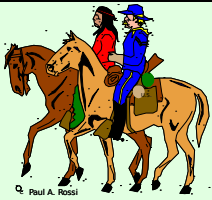
IN-/OUT- PROCESSING

- Duty memo no longer needed for in-processing
- Request for clearing papers due NLT 1600 the day prior to pick-up
- Soldiers must bring sufficient copies of all documents to Whitside Hall



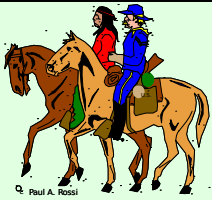
PROMOTIONS

- Initial DA Form 3355 due NLT 10th of month – NO EXCEPTIONS
- Provide most recent APFT and Weapons Qual cards with reevals
- If 3355 turned in but Soldier not boarded, notify us immediately - new 3355 required when Soldier is to be boarded



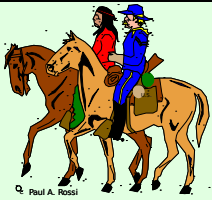
PROMOTIONS

- Provide copy of flagging actions plus memo requesting removal from list
- Too many No-Shows to appointments – get appointment slips to Soldiers
- Soldiers arriving without adequate copies of documentation



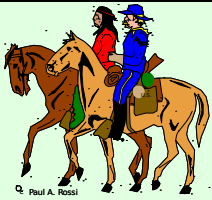
PROMOTIONS

- DASO is emailed to S1s the day we receive
- S1s must review C10 every month and identify rank issues immediately



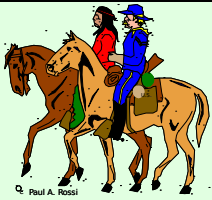
OCONUS LEAVE

- Requests must be turned in NLT 45 days prior to travel
- Requests must include –
 - Itinerary
 - Physical leave address
 - Phone number
 - Statement that country threat brief has been completed



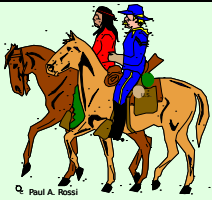
LATE EVALUATIONS - MAY

	NCOERs	OERs
11 th	2	4
40 th	7	0
504 th	8	2
86 th	5	1
NETCOM	3	1



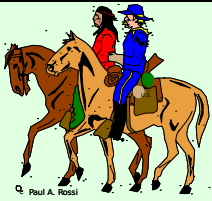
LATE EVALUATIONS - JUNE

	NCOERs	OERs
11 th	7	2
40 th	10	3
504 th	5	2
86 th	13	4
NETCOM	3	6



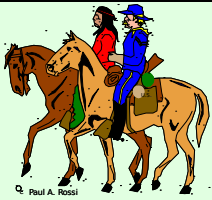
PERSONNEL ASSET INVENTORY

- Generated between 30 Jul and 15 Aug
- S1 responsible for AAA-162 report generation and monitoring
- Bn Cdr to sign all AAA-162s
- Only account for personnel TDY for 30+ days
- Must account for all duty status types and components



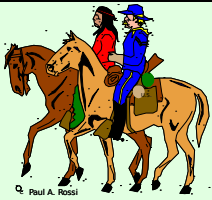
PERSONNEL ASSET INVENTORY

- Signed AAA-162s must be turned into the PAS for approval
- PAS will notify HRC of each UIC completion



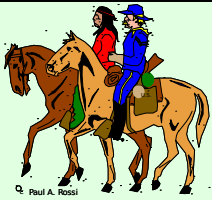
LEVY BRIEFING NO-SHOWS

- Many No-Shows in Signal community
- Reassignment section schedules Soldiers for briefings/notifies S1s
- S1s responsible for notifying Reassignments section before the briefing if Soldier will be unable to attend



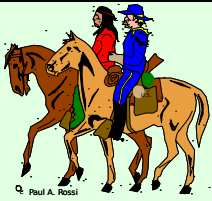
LEVY BRIEFING NO-SHOWS

- 1ST and 2nd time No-Shows reported to S1s and Bn CSM via email
- 3rd time No-Shows reported to Bde CSM
- 4th time No-Shows reported to MI or SC responsible CSM



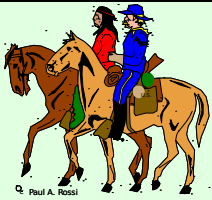
STUDENT PERSONNEL

- Orders being lost between S1 and unit
 - STUPO having to make additional copies
 - S1 should keep copy in case unit needs
- Class rosters not being given to STUPO
 - Need updated rosters weekly



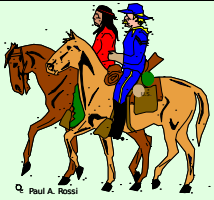
STUDENT PERSONNEL

- All students (regardless of length here) **MUST** in-process STUPO
- All students (regardless of length here) must out-process STUPO



STUDENT PERSONNEL

- All Soldiers must be arrived/attached for accountability purposes
- Currently over 200 students not on the alpha roster
- eMILPO carrying them as PDY in parent/home unit



Closing Comments/Questions

